



The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Homeland Security Division
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Natick, MA 01760

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Notice of Availability of Grant Funds FFY 2017
Homeland Security Grant Program State-Share
Funds

Homeland Security Division

Table of Contents

[Overview](#) 3

[Eligible Applicants](#) 3

[Key Dates](#) 3

[Priorities](#) 4

[Application Submission](#)..... 4

[Completing the Project Justification Proposal](#)..... 5

[OGR Sub-Grantee Risk Assessment](#) 5

[Interoperable Communications Projects](#)..... 5

[Letter\(s\) of Partnership Support](#) 5

[Applicant Information Session](#) 5

[Response to Questions from Potential Applicants](#) 5

[Review Process](#)..... 6

[Evaluation Criteria](#)..... 6

[Additional Application Guidance](#)..... 7

[Allowable Costs](#) 7

[Training and Exercises](#) 8

[Unallowable Costs](#)..... 8

[Prohibited and Controlled Equipment](#) 8

[Competitive Grant Process](#)..... 9

[Environmental Planning and Historic Preservation \(EHP\) Compliance](#) 9

[Massachusetts Historical Commission \(MHC\) and/or Local Historic Commission Review](#) 10

[Appendix A](#) 11

[Appendix B](#)..... 12

[Appendix C](#)..... 14

[Project Justification Proposal](#) 16

[Risk Assessment](#)..... 24

[Interoperable Communications Investment Proposal \(ICIP\)](#)..... 25

[Interoperable Communications Investment Proposal](#)..... 26

[Information Technology \(IT\) Consolidation](#) 29

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Overview

Through this announcement of the Availability of Grant Funds (AGF), the Massachusetts Executive Office of Public Safety and Security (EOPSS) is making a portion of the twenty-percent (20%) state-share of the U.S. Department of Homeland Security (DHS) FFY 2016 Homeland Security Grant Program (HSGP) funding available to eligible applicants. It is anticipated that up to approximately \$2.0 million may be made available.*

In general, eighty-percent (80%) of the HSGP funding allocated to Massachusetts is distributed to municipalities through the five Regional Homeland Security Advisory Councils. The remaining 20% is used to fund state priorities and administrative costs.

This document provides a brief overview of the FFY 2017 HSGP and specific guidance for entities that may be applying for funds. The information included here does not provide complete details of the HSGP, its allowable and unallowable activities, equipment or other costs. The applicant is responsible for ensuring that its proposed project fully complies with both federal and EOPSS guidance for the HSGP. Links to the federal guidelines for this program and other pertinent documents that must be consulted when preparing the application are found throughout this document.

Eligible Applicants

Massachusetts state government agencies and authorities, state institutions of higher education and non-profit organizations that support state homeland security needs. Municipalities are not eligible to apply for this funding.

Key Dates

Availability of Grant Funds posted		April 28*
Bidder general informational session		
Available on:		
http://www.mass.gov/eopss/agencies/homeland-security-division/grant-programs-and-application-information.html		
Deadline for submission of written questions		May 1
Answers to written questions posted to EOPSS website		May 2
Application submittal deadline		May 1
Anticipated Award Announcements*		June 30
Grant Period		Each award's Period of Performance will vary but are generally expected to begin in Fall 2017 and end no later than August 31, 2019.

Note: All funding and awards are contingent upon Massachusetts' receipt of federal HSGP funds

Priorities

Projects funded through this AGF must address:

- at least one capability target in the 2016 Massachusetts Threat and Hazard Identification and Risk Assessment (THIRA);
- a capability gap in the 2016 Massachusetts State Preparedness Report (SPR);
- an implementation step in the December 2014 State Homeland Security Strategy (SHSS); and
- align with a Massachusetts FFY 2017 HSGP State Priority.

Applicants should review the State Homeland Security Strategy during the preparation of their applications. The document is available for download at: mass.gov/eopss/home-sec-emerg-resp/shss.

Priority consideration will be given to proposed projects that reduce vulnerabilities or address high priority threats as identified in the Commonwealth's 2015 Threat and Hazard Identification and Risk Assessment (THIRA) and the 2015 State Preparedness Report (SPR). The THIRA is considered by EOPSS to be **For Official Use Only (FOUO)** and must be requested via email from kristin.t.potrikus@massmail.state.ma.us

EOPSS intends to use this AGF to support FFY 2017 HSGP State Priorities. The FFY 2017 HSGP State Priorities must be requested via email from kristin.t.potrikus@massmail.state.ma.us.

Additionally, applicants should also review and consider the priorities identified in the 2017 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity, which emphasizes activities that align to the National Preparedness System. The National Preparedness System is utilized to build, sustain and deliver core capabilities in order to achieve the National Preparedness Goal (the Goal). The Goal is to sustain "a secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." Please note that FEMA released the Second Edition for the Goal in September 2015 that includes one additional core capability as well as expanded details and revised titles for the original core capabilities. For further details, please refer to the FFY 2017 HSGP Notice of Funding Opportunity on the Federal Emergency Management Agency's (FEMA) website here: <http://www.fema.gov/media-library/assets/documents/114411>.

Application Submission

Proposals must be prepared and submitted using the Project Justification Proposal (PJ) form beginning on page 15. Only this form may be used by applicants; proposals submitted in other formats will not be reviewed or considered for funding. Do not submit unnecessary pages. If applicable to the proposed project, the applicant must submit the Interoperable Communications Investment Proposal (ICIP) and Information Technology (IT) Consolidation forms.

Additional documentation that helps support the need for the project may be submitted along with the proposal. Examples of supporting documentation may include an After Action Report and Improvement Plan that identifies operational gaps and describes specific actions that can be used to address them, or a Threat and Vulnerability Assessment, or a letter(s) of partnership support from a partnering agency or agencies.

Electronic PJ proposal submissions are due no later than 5:00 p.m. on May 1, 2017. Electronic submissions must include both an MS Word version and a signed PDF document. Send to kristin.t.potrikus@massmail.state.ma.us.

Completing the Project Justification Proposal

- All applicants must use the Project Justification Proposal form beginning on page 16. Do not alter the form other than to increase available space for text or remove extra spaces that are not needed. Do not use any font smaller than 11 pt.
- *Those who wish to apply for funding for more than one project must submit a separate PJ proposal for each project.*
- Please note that the State-Share AGF Format has been updated for the FFY 2017 cycle. Please read each question carefully and answer each question entirely. All components of the questions are required.
- All applicants must complete the EOPSS/OGR Sub-Grantee Risk Assessment Form.
- Delete the guidance, appendix pages and unused forms before submission of the Project Justification.
- Letter(s) of Partnership Support, if applicable.
- For applicable projects, ICIP and Information Technology (IT) Consolidation forms must be submitted as part of the template.

OGR Sub-Grantee Risk Assessment

Federal regulations contained in Title 2 CFR §200.331 require that EOPSS evaluate each sub-recipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the sub-award for purposes of determining the appropriate sub-recipient monitoring. ***In order to comply, the OGR Sub-Grantee Risk Assessment Form is included within this AGF. All applicants are required to complete and submit the OGR Risk Assessment Form along with the PJ proposal justification.*** Please refer to page 23 of this AGF document. EOPSS will utilize the OGR Risk Assessment Form through its review process to help EOPSS determine appropriate monitoring plans for sub-recipients. *Please note that the OGR Sub-Grantee Risk Assessment Form is used by EOPSS to evaluate compliance risk, not risks associated with threats or hazards.*

Interoperable Communications Projects

Any proposal that includes an Interoperable Communications component such as the purchase of radios or communication system components, or electronic Information Sharing system components that share information such as, but not limited to the following: criminal justice data; ten print arrest fingerprint cards; mug shots; police incident data police and custodial records management systems data or; gang intelligence data, must complete the entire PJ including the Interoperable Communications Investment Proposal (ICIP) Section. For State Interoperability Executive Committee's Special Conditions, please refer to Appendices B and C of the AGF. (Please note that the SIEC Special Conditions are subject to change.)

Letter(s) of Partnership Support

Projects that require the support of another state agency or entity must include a letter of partnership support and/or commitment from the partnering agency. A letter of partnership support is specifically required if the proposed project is to conduct a full-scale exercise to evaluate an agency's current standard operating procedures (SOP) as well as a response agency partner's SOPs in order to revise both SOPs, please include a letter of partnership support regarding the partnering agency's commitment to the proposed project. If there are multiple partnering agencies, please include letters of support from all partners. Please do not solicit or include unnecessary letters of support.

Applicant Information Session

EOPSS has made available a general information session at:
<http://www.mass.gov/eopss/agencies/homeland-security-division/grant-programs-and-application-information.html>

Response to Questions from Potential Applicants

EOPSS will also accept written questions about the AGF up until **May 1, 2017**. Answers to these questions and the EOPSS responses will be posted on the EOPSS web site on **May 2, 2017** at:

<http://www.mass.gov/eopss/agencies/homeland-security-division/grant-programs-and-application-information.html>

Review Process

All proposals received from eligible applicants by the submission deadline will be reviewed by a Review Team comprised of representatives from EOPSS, the Metro-Boston Urban Areas Security Initiative (UASI) Region, and subject matter experts. Additionally, all interoperable communications or electronic information sharing projects will be reviewed, per Executive Order 493, by the State Interoperability Executive Committee (SIEC) or a representative thereof. The Review Team makes recommendations of awards to the Secretary of Public Safety and Security who will make the final award decisions.

Evaluation Criteria

Proposals will be evaluated based on the Evaluation Criteria listed below; it is important that proposals clearly and completely address these requirements.

a. Description of project need and objectives (90 points maximum): The applicant must present a clearly written description of the project with a detailed project scope including a Project Justification that meets the criteria of the FFY 2017 Homeland Security Grant Program. Not to exceed three pages, the applicant must include the following items in this section:

- The description must also clearly describe the need for the project within the context of addressing identified goals or capability gaps. Project objectives and activities must be clearly described and measurable within the performance period. Proposed activities must be consistent with the purpose and objectives of the HSGP.

Additionally, please make sure to describe and demonstrate the following¹:

- o How does the proposed project support a *FFY2017HSGP State Priority*?
 - o How does the proposed project address a goal(s), objective(s) and implementation step contained within the *2014 State Homeland Security Strategy's*? o How does the proposed project utilize the *Massachusetts 2016 Threat and Hazard Identification and Risk Assessment (THIRA)* and *State Preparedness Report (SPR)* and address capability gaps and priorities identified in those documents? o How does the proposed project correlate and address FEMA's Core Capabilities as described in the National Preparedness Goal?
- Project Management and Budget: The applicant must provide a detailed explanation the roles and responsibilities of key personnel and organizations conducting the proposed activities, so as to ensure that there is adequate support for the proposed project. Additionally, the applicant must present a cost-effective, detailed budget that is consistent with authorized program expenditures and any other information to demonstrate that the request for assistance is consistent with the purposes and objectives of this program. Finally, the applicant must demonstrate applicant's agency possesses
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¹. Contact kristin.tpotrikus@massmailstate.ma.us, for the following documents: (1) FFY 2017 HSGP State Priority; (2) 2016 Massachusetts THIRA; and (3) 2016 Massachusetts State Preparedness Report. Please use the following link (<http://www.mass.gov/eopss/home-sec-emerg-resp/shss/>) to obtain the 2014 State Homeland Security Strategy.

- A detailed timeline must be included that illustrates how the project(s) will be completed within the performance period.

It is important for applicants to address *all* questions completely within their project narrative. The narrative should be clearly written without typographical and grammatical errors.

b. Technical Score & Evaluation (10 points)

- c. EOPSS will utilize the *OGR Sub-Grantee Risk Assessment Form* through its review process to help EOPSS identify if additional monitoring plan(s) and/or special conditions are required.**

Additional Application Guidance

Non-Supplanting

Federal grant funds must supplement state or local initiatives and shall not replace (or supplant) funding appropriated from state and local governments. This is especially important if requesting funds for management and administrative costs.

Specificity

To the extent applicable, follow the "Who, What, When, Where, Why, and How" approach.

Who (specifically) will benefit from this proposal, and who will implement the project?

What (specifically) is being proposed, and what will be the outcome? (Define the project and its scope.)

When will the project begin and end?

Where will any equipment be located and/or where will project activities be focused? **Why** is this project important? How was this determined? **How** will the project be implemented?

Please note that these questions above are provided as a general guide to assist applicants so that sufficient detail and specificity is included. For example, a proposal merely stating "two generators will be procured" does not provide enough detail.

Budget Section

This section should include costs that are reasonable and allowable under the HSGP. Budgets should include both itemized and total costs. The information provided here must align with the Project Summary Section. It is incumbent on the applicant to verify allowability of costs and the information prior to submitting the application. Allowable cost information may be found in the FFY 2016 HSGP Notice of Funding Opportunity and/or Authorized Equipment List (AEL) available at: <https://www.fema.gov/authorized-equipment-list>.

Allowable Costs

As stated above, in general, HSGP funds may be invested in the following cost categories:

- Planning;
- Equipment;
- Training;
- Exercises;

² The FFY 2017 HSGP Notice of Funding Opportunity from FEMA has not been released yet. For the time being, applicant should utilize the FFY 2016 HSGP Notice of Funding Opportunity for reference.

- Maintenance; and
- Management and Administration (please review guidance document below for specific details).

For further details, please refer to the FFY 2016 HSGP Notice of Funding Opportunity on FEMA's website here: <https://www.fema.gov/fiscal-year-2016-homeland-security-grant-program>.

Training and Exercises

Training and Exercise proposals must adhere to EOPSS' Training and Exercise Guidance which is found here: <http://www.mass.gov/eopss/docs/ogr/homesec/trainingexerciseguidance-march2010-rev2-oct2015.pdf>.

Unallowable Costs

For further detail on unallowable costs, please refer to the FFY 2016 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity. In general, HSGP funds will not support the following:

- Weapons and ammunition;
- Hiring of law enforcement officials; and
- Supplanting.

Please be aware, the above list is not comprehensive, but rather provides examples of costs that will not be covered.

Prohibited and Controlled Equipment

DHS-FEMA developed Information Bulletin (IB) 407 as part of the implementation of *Executive Order (EO) 13688: Federal Support for Local Law Enforcement Equipment Acquisition*, issued January 16, 2015, and the *Recommendations Pursuant to Executive Order 13688*, which collectively established a *Prohibited Equipment List* and a *Controlled Equipment List*, and identified actions necessary to improve Federal support for the appropriate acquisition, use, and transfer of controlled equipment by state, local, tribal, territorial, and private grant recipients.

Prohibited Equipment cannot be acquired with FEMA grant funds. This includes many items such as:

- Tracked Armored Vehicles: Vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion; and
- Camouflage Uniforms Used for Urban Settings: Does not include woodland or desert patterns or solid color uniforms.

Controlled Equipment includes categories of equipment that have significant utility for state, local, tribal, territorial, and private grant recipients. HSGP grant recipients may acquire controlled equipment however, because of the nature of the equipment and the potential impact on communities, additional controls will be imposed on the acquisition, use, and transfer of this equipment. Examples of items on the Controlled Equipment list include:

- Armored Vehicles, Wheeled: Any wheeled vehicle either purpose-built or modified to provide ballistic protection to its occupants, such as a Mine-Resistant Ambush Protected (MRAP) vehicle or an Armored Personnel Carrier;
- Command and Control Vehicles: Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident; and

- Riot Helmets.

Applicants should consult IB 407 available here www.fema.gov/grant-programs-directorate-information-bulletins for full details.

Competitive Grant Process

This is a competitive grant process, therefore it will be imperative for applicants to clearly outline the need for their proposed project and identify the capability gap(s) that will be filled, or the existing capability that will be sustained or enhanced. Additionally, the applicant must clearly explain how the project will support implementation of the State Homeland Security Strategy goals; reduce gaps and address priorities identified in the THIRA and SPR; and enhance the specific Mission Areas and Core Capabilities of the National Preparedness Goal. Proposed projects should be based on an identified gap, and not at the prompting of a vendor that may potentially benefit from the awarding of a grant.

During the application period of this competitive grant process, EOPSS employees are not allowed to provide specific guidance to individual applicants. Therefore it is highly recommended that all questions be asked during the Applicant Information Session. There will also be a limited time to submit written questions via email to kristin.t.potrikus@massmail.state.ma.us. All written questions and EOPSS responses will be posted to the EOPSS website.

Environmental Planning and Historic Preservation (EHP) Compliance

Compliance with EHP requirements is a condition of the use of DHS funds. Failure to comply with EHP requirements prior to the expenditure of DHS funds will result in denial of reimbursement of these funds. EOPSS will assist sub-recipients with EHP compliance procedures. EOPSS has also developed an EHP guidance document to assist sub-recipients with adhering to EHP requirements, which will be made available to all successful applicants.

Federal EHP review and approval is required for:

- Projects that entail installation of equipment such as of smart boards, cameras, antennas, and other equipment;
- Projects involving digging into or otherwise disturbing the ground, construction or renovation of any building or site; and
- Many training and exercises activities.

If the proposed project will require EHP review and approval, please provide a description of the scope of work for which an EHP is required. If you do not believe that your project requires EHP review and approval please state why (for example: equipment is portable).

The EHP review entails completing an EHP Screening Form and providing details of the project involved. Depending on the complexity of the project, additional documentation and/or approvals from other agencies may be required.

FEMA EHP reviews may take anywhere between one week to several months depending on the level of complexity of the project and the initial completeness and thoroughness of the EHP Screening Form. Applicants must factor this review process into the project timelines.

Note that the EOPSS guidance document is not a substitute for Federal EHP guidance. Federal EHP guidance must be reviewed by all sub-recipients. Sub-recipients are ultimately responsible for compliance with EHP requirements. Refer to FEMA Policy (FP) documents 108-023-1 and 108-024-4 for more information. These documents, along with the current EHP Screening Form, are available at <http://www.mass.gov/eopss/agencies/homeland-security-division/grant-programs-and-application-information.html>

Massachusetts Historical Commission (MHC) and/or Local Historic Commission Review

Some projects, such as renovations and/or additions to a historic or potentially historic building, or to structures within a historic district, may require an additional review by the Massachusetts Historical Commission (MHC) and/or a local historic commission.

Examples of these types of projects include, but are not limited to:

- Mounting security cameras inside or outside of a building;
- Installing a physical access control system;
- Mounting and hard-wiring video displays; and
- Installing fencing or other barriers surrounding a building.

The review may be initiated through the submission of a Project Notification Form (PNF) to MHC. The PNF is available at www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf. Additional information about the MHC review, including FAQs, is at www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm. MHC will respond with an approval or denial of a PNF, or a request for additional information, within 30 days. Otherwise the PNF is considered approved.

While not required, EOPSS strongly recommends that for projects that may require historic review, the PNF be filed with the MHC prior to submitting the EHP Screening Form and the results from MHC's review be included with the EHP submission.

Appendix A

FFY 2016 HSGP Investment Justifications

Prevention of Terrorism

This IJ includes projects that build and sustain core anti-terrorism capabilities such as: Intelligence Analysis and Information Sharing, Screening, Search and Detection, Interdiction and Disruption, Public Information and Warning, and Forensics and Attribution.

Protection

This Investment Justification (IJ) includes projects that build and sustain core anti-terrorism capabilities such as: Access Control and ID verification, Cyber-Security, Intelligence and Information Sharing, Physical Protective Measures, Risk Management for Protection of Programs and Activities, Screening, Search and Detection, and Supply Chain Integrity and Security.

Response

This IJ includes projects that build and sustain core response capabilities such as: the provision of Mass Care Services, Environmental Response, Health and Safety, On-scene Security and Protection, Operational Coordination, and Fatality Management.

Interoperable & Operational Communications

This IJ includes projects that build and sustain core capabilities such as Operational Communications.

Mitigation & Whole Community Engagement

This IJ includes projects that build and sustain core capabilities such as: Long-term Vulnerability Reduction, Community Resilience, and Threat and Hazard Identification.

Mass Care, Sheltering and Evacuation

This IJ includes projects that build and sustain core capabilities such as: Mass Care Services and Mass Search and Rescue Operations.

Recovery

This IJ includes projects that build and sustain core capabilities such as: Long-term Housing, Economic Recovery, Recovery of Health and Social Services, Re-establishment of Infrastructure Systems, and Recovery of Natural and Cultural Resources.

Appendix B

Massachusetts
STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE

Special Conditions for Interoperability Grants
Version 1.3 — December 2009

Radio (RF) Equipment Purchases - Compliance with this section will be based on the Massachusetts Tactical Channel Plan (MTCP) approved by the SIEC.

1. **National Interoperability Channels - Common.** All radios purchased, upgraded, or programmed from SIEC-approved funding must include a minimum channel complement of the National Interoperability Channels respective to the frequency band on which the radio operates. All National Interoperability Channels will use the National Public Safety Telecommunications Council (NPSTC) naming conventions.
2. **National Interoperability Channels - Discipline.** All radios purchased, upgraded, or programmed from SIEC-approved funding should include the discipline-specific National Interoperability Channels when room is available in the radio.² All National Interoperability Channels will use the National Public Safety Telecommunications Council (NPSTC) naming conventions.
3. **Statewide Interoperability Channels.** If statewide interoperability channels are applicable, these interoperability channels will be programmed into any radio purchased, upgraded or programmed from SIEC-approved funding. These channels will be programmed according to the MOU or guidance in place for the statewide system and participating agency.³
4. **Regional Interoperability Channels.** If regional interoperability channels are applicable, these interoperability channels will be programmed into any radio purchased, upgraded or programmed from SIEC-approved funding. These channels will be programmed according to the MOU or guidance in place for the statewide system and participating agency.⁴
5. **Cached Radios.** Cached radios will have a standard interoperability template to include National Interoperability Channels, applicable statewide interoperability channels, and regional interoperability channels based on the storage location and deployment area of the cache.
6. **Radio Reprogramming.** Any reprogramming of existing equipment supported by SIEC-approved funds will follow the conditions above. If a reprogrammed radio does not possess the channel capacity to meet the requirements above, the SIEC will provide additional guidance.

Communications Asset Tracking Requirements

7. **Communications Asset Survey & Mapping (CASM) Data-Entry.** All transmitting/receiving RF devices purchased with SIEC-approved funding will be entered into CASM by the region, state agency or organization receiving the award.

³ Examples include: (VTAC), (UTAC), (8TAC). These are examples of the names of the National Interoperability Channels for VHF, UHF and 800 MHz frequencies.

² Examples include: (VLAW), (VFIRE), (VMED). These are examples of the names of the National Interoperability Channels for public safety disciplines
³ Examples include: State Police 800MHz (LPS) Channels, Fire and Ambulance Mobilization Travel Channel (FAMTRAC), Massachusetts Emergency Management Agency - Very High Frequency (MEMA VHF) Channels.
⁴ Examples include: Boston Area Police Emergency Radio Network (BAPERN), Western Massachusetts Law Enforcement Council (WMLEC), Fire District Mutual Aid Channels.

8. **CASM Maintenance.** The organization receiving SIEC-approved funding agrees to maintain current and accurate information in CASM for the equipment entered should changes occur.

Training, Exercise and Usage Requirements

9. **Training.** Recipient agrees to report results of the training program identified in the application associated with interoperability awards.
10. **Exercise.** Recipient agrees to report results of the tiered communications requirements for exercises to the SIEC. The SIEC will provide tiered communications requirements for all exercises using voice or data systems supported by SIEC-approved funding.
11. **Usage.** Recipient agrees to track results of the usage plan identified in the application. This information may be requested during monitoring, site visits, or during other SIEC-approved activities.

Additional Requirements

12. **SIEC Policies.** To the extent applicable and/or practical, the recipient agrees support, to the best of their current ability, any future SIEC policies introduced for the furthering of interoperable communications across the Commonwealth.

Appendix C

MASSACHUSETTS STATE INTEROPERABILITY EXECUTIVE COMMITTEE Special Conditions for Information Sharing Grants *Version 1.0 October 2010*

Information sharing is defined as, "**making information available to participants (people, processes, or systems).**"
Proposals with an information sharing component must meet the following conditions:

1. **Agreement to Contribute Data to State Systems or Repositories.** Where applicable, grantees will be required to contribute data to the existing statewide system or repositories. The following is the list of statewide systems and repositories:
 - Criminal Justice Information System (CJIS): (inmate data - state and county)
 - Mass State Police Identification Section: (ten print arrest fingerprint cards and mug shots)
 - Statewide Information Sharing System (SWISS): (police incident data)
 - CopLink: (police and custodial records management systems data)
 - Mass-Gangs: (gang intelligence data)

Applicants must include in their application the costs (narrative and budget) that are allowable under the respective grant program which are associated with meeting the following five (5) general requirements to contribute data to the applicable statewide system or repository.

1. Assign internal resources and/or hire resources to develop, test, and implement the functional and technical requirements;
2. Procure the required software and hardware;
3. Conduct acceptance testing;
4. Sign-off on acceptance testing; and
5. Assign internal resources and/or hire resources to maintain the technical environment.

Contact the Executive Office of Public Safety and Security Office of Technology and Information Service (OTIS) if additional information is required.

2. **National Incident Exchange Model (NIEM) Conformance.** Applicants applying for grant funds to develop new data exchanges must commit to developing these exchanges incorporating the NIEM data exchange standards. Applicants must include in the narrative of the grant application a description of how the project will achieve NIEM conformance. For additional information on NIEM, please visit www.niem.gov. In addition, the IJIS Institute Public Safety Technical Standards Committee (IPSTSC) has published NIEM Conformance for Request for Proposals (RFP) for public safety practitioners who are making decision with regards to procurement of public safety computer systems that have information sharing requirements with other systems.

3. **Commonwealth of Massachusetts Enterprise Technical Reference Model-Service Oriented Architecture (ETRM v.5.0).** State agencies or organizations under the Executive Branch must comply with the latest published ETRM standards if applicable. These standards may be accessed at www.mass.gov/itd/etrm.

4. **Commonwealth of Massachusetts Web Accessibility Standards.** Grant applications that propose to implement Internet or Intranet based web-browser interfaces must conform to the Commonwealth's Web Accessibility Standards. These standards may be accessed at www.mass.gov/itd/webaccessibility.
5. **Security Policies and Standards.** If an information sharing or data exchange project proposes the sharing or exchanging of Criminal Offender Record Information (CORI) data as defined in Massachusetts General Law Chapter 6 Section 168-172, the applicant and all participants within the project must ensure that all systems conform to the standards set forth in the FBI *CJIS Security Policy v 4.5*. The *CJIS Security Policy* is considered to be Sensitive but Unclassified (SBU) material and can be obtained by authorized criminal justice agencies by contacting the Massachusetts CJIS Support Unit at cjis.support@chs.state.ma.us. Additionally, applicants should review and follow the Commonwealth's Enterprise Security Standards where applicable. These standards may be accessed at www.mass.gov/itd.
6. **Executive Order 504.** Executive Branch agencies are required to adhere to Executive Order 504, an "Order Regarding the Security and Confidentiality of Personal Information", which can be found here: <http://www.mass.gov/courts/docs/lawlib/eo500-599/eo504.pdf>.

Project Justification Proposal

FFY 2017 Homeland Security Grant Program "State-Share" Funds

Organization Name		
Project Name		
Project Manager		
Authorized Signature		
Email		
Phone		
Address		
Fiscal Manager		
Email		
Phone		
Fax		
Address		
Total Project Budget		
Prioritization- If submitting more than one Project Justification, prioritize each Project Justification (1, 2, 3, etc.).		
Project Period (MM/YYYY format)- Project must be completed by 8/31/2019; extensions will not be provided beyond this date.	Start:	
	End:	

- Submission Instructions:
- Electronic PJ proposal submissions are due no later than 5:00 p.m. on May 1, 2017.
 - Electronic submissions must include both an MS Word version and a signed PDF document.
 - Remove all guidance and Appendices pages before submission
 - Email Project Proposals to kristin.t.potrikus@massmail.state.ma.us

Section A: Project Description

Please provide a clear and comprehensive project description (**maximum 2 pages**) that includes responses to each of the following 8 areas:

1. Describe the proposed project:
2. Describe the need for the proposed project and the gap(s) that it will fill:
3. Describe the expected outcomes of the project and how they will be measured:

4. Describe this project's coordination with related initiatives within your organization (if applicable):

5. How will this project be sustained by the organization in the future:

6. Describe how this project will be managed (i.e., key roles and responsibilities, and subject matter expertise required by this project, including at least the project manager and the contracts management structure):

7. If applicable, describe the usage plan for equipment:

8. If applicable, identify the owners of the proposed assets to be procured:

Please note: All projects must take a regional or statewide approach in addressing identified gaps and needs. Projects that primarily address day-to-day operational gaps or issues of individual jurisdictions/agencies will not be allowable.

Section B: Project Continuation/Extension

If this is the continuation of a project previously funded by HSGP funds, please provide (1/2 page maximum) the following information:

- a. The total amount of the award, as well as the federal fiscal year and funding stream dedicated to this previously funded project:

- b. A brief summary of past progress:

Section C: Summary of Support for the FFY 2016 HSGP State Priorities

Describe how the proposed project supports the FFY 2016 HSGP State Priorities (1/2 page maximum).

Section D: Summary of Support for State Investment Justification (IJ) Area

Describe how this project correlates with one or more of the FFY 2016 Massachusetts HSGP Investment Justifications (IJs) (1/2 page maximum). The FFY 2016 IJ Areas are located in Appendix A and listed below:

1. Prevention of Terrorism
2. Protection
3. Response
4. Interoperable and Operational Communications
5. Mitigation and Whole Community Engagement
6. Mass Care, Sheltering and Evacuation
7. Recovery

Section E: Summary of Support for State Homeland Security Strategy

Describe how the proposed project supports the goals and objectives of the 2014 Massachusetts State Homeland Security Strategy (SHSS) (available from www.mass.gov/eopss/home-sec-emerg-resp/shss). Specifically, please identify which SHSS (a) goals, (b) objectives, and (c) implementation steps are addressed through the proposed project (1/2 page maximum).

Section F: Summary of Support for the State Threat and Hazard Identification and Risk Assessment (THIRA)

Describe how the proposed project addresses gaps identified in the 2015 State THIRA (1/2 page maximum).

Section G: Summary of Mission Areas and Core Capabilities

Identify which Mission Areas and Core Capabilities are addressed through the project (1/2 page maximum). Complete information about Mission Areas and Core Capabilities can be found in the National Preparedness Goal, Second Edition - September 2015 (<https://www.fema.gov/media-library/assets/documents/25959>). Please list no more than three core capabilities.

Section H: Milestones

List no fewer than 5, but no more than 10 milestones for this project. Milestones must directly relate to project objectives listed above and include (if applicable) procurements and exercises. Milestones must have an estimated start/end date (in MM/YYYY format) and be listed sequentially.

All projects must be completed by 8/31/2019.

Milestone	Tasks/Activities	Start Date	Completion Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Section I - Part A: Budget Narrative (1 page maximum)

For each cost category (including personnel) that has an associated funding request for this project, please provide a brief narrative describing what the budget element entails and how the budgeted amount was determined. Also, please describe other sources of funds that will be sought, or that have been secured.

Planning:

Equipment:

Training:

Exercises:

Construction and Renovation Maintenance:

Management & Administration:

Consultant/Contractor:

Other (please describe):

Section I - Part B: Budget Plan by Cost Category

Please complete the Budget Table below and refer to the FFY 2016 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity for allowable costs.

Planning	\$
Equipment	\$
Training	\$
Exercises	\$
Construction and Renovation ⁵	\$
Maintenance ⁶	\$
Management & Administration ⁷	\$
Consultant/Contractor	\$
Other (please describe)	\$
Total	\$

Section I - Part C: Budget Detail

Please complete the Budget Detail below, inserting additional rows if needed. Complete each column and group items by Cost Category (see above section 10); for equipment, list the Authorized Equipment List (AEL) Reference number. The AEL can be downloaded from www.fema.gov/media-library/assets/documents/101566.

Cost Category	Description	AEL ref. #	Quantity	Unit Cost	Total
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
			GRAND TOTAL		\$

⁵ Use of HSGP funds for construction and renovation is generally prohibited; however, it can be allowable only when it is a necessary component of a security system at critical infrastructure facilities.

⁶ Please refer to DHS Information Bulletin #336 for further detail.

⁷ Please review HSGP Guidance for specifics on M+A costs.

Executive Office of Public Safety and Security
Office of Grants and Research

Risk Assessment

I SECTION A: PURPOSE

The programmatic and fiscal responsibility of grantees must be such that the grantee can properly discharge the public trust that accompanies the authority to expend public funds. Adequate accounting and program management systems should meet the following criteria.

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation that support the entry and can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal programmatic controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: ACCOUNTING SYSTEM

- 1. Which of the following best describes the accounting system: ☐ Manual ☐ Automated ☐ Combination
- 2. Does the accounting system identify the receipt and expenditure of program funds separately for each grant/contract?
☐ Yes ☐ No
- 3. Does the accounting system provide for the recording of expenditures for each grant/contract by the budget cost categories shown in the approved budget? ☐ Yes ☐ No
- 4. Are time distribution records maintained for an employee when his/her effort can be identified to a particular cost objective? ☐ Yes ☐ No
- 5. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:
 - a. Total funds available for a grant? ☐ Yes ☐ No
 - b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)? ☐ Yes ☐ No
- 6. If Federal grant funds are commingled with organization funds, can the Federal funds and related Costs are readily identified? ☐ Yes ☐ No

SECTION C: PROGRAM
MANAGEMENT

- 1. Is the organization new to managing federal grant funds or has the organization had recent staff turnover that significantly reduces its institutional capacity to effectively manage federal funds?

☐ Yes ☐ No

If yes, please explain: (attach a separate sheet if necessary)

- 2. If the organization has recently (past 5 years) or currently receives federal grant funding, has the organization been out-of-compliance with reporting or other requirements? ☐ Yes ☐ No

If yes, please explain:

I SECTION D: For Internal Use Only

Does the organization/entity receiving this award have an acceptable track record of managing funds provided by EOPSS? Briefly explain. ☐ Yes ☐ No

- 1. Is the proposed program very complex, is the award above \$1million, and/or is the proposed grant-funded activity such that additional risk can be presumed? ☐ Yes ☐ No

If yes, please explain:

SECTION E: APPLICANT
CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge.

- 1. Signature Date a. Title b. Organization

Name, Address, and Telephone Number

Interoperable Communications Investment Proposal (ICIP):

Applicants proposing a project with an interoperable communications or electronic information sharing component must complete the Interoperable Communications Investment Proposal template beginning on the next page.

ICIP Overview

Interoperable communications projects improve sharing of electronic information (voice, data, images, video), via radio, internet, microwave, computers, satellites, fiber optics, etc. Interoperable Communications projects may include the purchase or modifications of radios, transmission towers and other communications related equipment and software. Interoperability projects may also include efforts related to communications training and exercises, education and outreach, programming radios, development of Standard Operating Procedures, Tactical Interoperability Communications Plans, etc.

When completing the ICIP, applicants should provide a clear description of the interoperability problem or gap. **As an example:**

Problem: Although Mutual Aid Agreements are in place between the applicant and its four neighboring towns for public safety support during emergencies, the towns have no common radio frequencies or Standard Operating Procedures. Thus, radio communications cannot occur amongst the disparate radios during an emergency.

Background Information Investment Description: It was learned during a multiple alarm chemical fire that responders from the five mutual aid towns were unable to communicate directly with each other effectively. Subsequently, a consultant was hired to develop an interoperable communications plan that assessed the communications gaps and recommended solutions. This project seeks to implement the plan by replacing 30 incompatible portable radios, reprogramming all remaining (220 portable and 15 fixed) radios, conducting 3 training classes for the use of the equipment and the Standard Operating Procedures and conducting 1 table top exercise that will include all 5 towns that are included in the Mutual Aid Agreements.

Interoperable Communications Investment Proposal

Please complete all sections except for the shaded areas.
Shaded areas will be completed by the SIEC and the Statewide Interoperability Coordinator (SWIC).

Date Received by EOPSS		Control #	Proposed Federal Funding Source:	
			Proposed Federal Funding Amount:	
			\$	
Committee Referred to:		Committee Chairperson:		
Investment Name:		Applicant Organization:		Applicant Signature:
Investment Summary				
Statewide Communications Plan (SCIP) Goals addressed by this investment (please circle all that apply)		Governance SOP Technology	Training & Exercise Usage	
Project Start Date:	Project End Date:	Is an Environmental & Historic Preservation (EHP) review required for this project?		
Applicant Contact Name:	Phone:	Email:	Address:	
Review Status		SIEC Member Signature	Date	
<u>Assigned to Committee</u>				
Estimated Review Date				
Committee Recommendation to the Executive Management Committee		Approval		
Executive Management Committee Recommendation		Approval		
		Denial		
		Denial		
		Amend		
		Amend		
SIEC Recommendation	Approval	Denial	Amend	
Applicant notified of Recommendation				

Communications Interoperability Problem Description:		
Background Information / Detailed Investment Description:		
Expected Outcomes: Describe the communications interoperability gaps that will be addressed		
SCIP Goal: Identify each SCIP Identify each SCIP goal that this investment will support and describe how that support will be accomplished.	Goal	Describe support
	Governance	
	SOP	
	Technology	
	Training & Exercise	
	Usage	
Ownership: Identify the proposed owners of all assets procured with this investment (add additional lines as needed)	Organization	Asset Description
Usage Plan: Describe the usage plan for the equipment / project		

Disciplines:

Discipline

Enhancement

Identify each responder discipline
that will enhance its

communications interoperability from this investment Describe the interoperability enhancement		
Please use the following abbreviations to represent the corresponding discipline:	LE - Law Enforcement; EMS - Emergency Medical Services; EMA -Emergency Management Agency; FS - Fire Service; HZ - HAZMAT; PW - Public Works; PH - Public Health; GA - Governmental Administrative; PSC - Public Safety Communications; HC - Health Care; O-Other	
Multi-Jurisdictional Interoperability: All investments must provide interoperability between two or more jurisdictions. Identify each jurisdiction that will achieve interoperability from this investment.		

Note: All sub-recipients who engage in interoperable communication projects will be required to sign the SIEC Special Conditions document (Appendix B) after the SIEC review has been completed.

All sub-recipients who engage in information-sharing projects will be required to sign the SIEC Special Conditions document (Appendix C) after the SIEC review has been completed.

Information Technology (IT) Consolidation

Pursuant to Executive Order Number 510, "Enhancing the Efficiency and Effectiveness of the Executive Department's Information Technology Systems," all state agencies submitting projects that have an information technology component must receive approval from their Secretariat Chief Information Officer (SCIO) prior to submittal. Executive Order 510 can be found here: <http://www.mass.gov/courts/docs/lawlib/eo500-599/eo510.pdf>.

Section 10 of Executive Order 510:

"Information technology" means hardware, software, and telecommunications equipment, including but not limited to personal computers, mainframes, wide and local area networks, servers, mobile or portable computers, peripheral equipment, telephones, wireless communications, handheld devices, public safety radio services, facsimile machines, technology facilities including but not limited to data centers, dedicated training facilities, switching facilities, and other relevant hardware and software items as well as personnel tasked with the planning, implementation, and support of technology;

"Infrastructure Services" shall mean data and telecommunications networks, data center services, web site hosting and portal services (except the provision of website information architecture and content), and shared enterprise services such as email and directory services; and

"Telecommunications" means any origination, transmission, emission, or reception of signs, signals, writings, images, and sounds or intelligence of any nature, by wire, radio, television, optical, or other electromagnetic systems.

As the SCIO/ASCIO (or approved EO 510 designee) I hereby approve of the planned purchase of IT equipment or services as described in the accompanying proposal.

Printed Name & Title:

Agency Name:

Approved IT equipment or services description:

Signature & Date:

